



## **State of Missouri 2004 Governor's Award for Quality and Productivity Nomination Checklist**

Please use this checklist to ensure the nomination is complete and all needed information is included. Do not include this checklist with the nomination.

- Ensure that all team members' names and departments have been included on the nomination. Once submitted, names are unable to be added to the nomination.
- Check team member's names for correct spelling.
- Answer all questions on the nomination form completely. GAQP nominations are selected according to established award criteria and based on the responses to questions on the nomination.
- Complete the one-page nomination summary.
- Complete the nominator information section on the nomination form, including the nominator's phone number as a contact.
- Forward the completed nomination form and one-page summary to the [department coordinator](#).

For more information, contact Julie Brown with the Division of Personnel, Planning and Development Section at 751-7206, or by email at [Julie.Brown@oa.mo.gov](mailto:Julie.Brown@oa.mo.gov).